

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: CLERK II -
Central Administration

SALARY GROUP: A07

DEPARTMENT: Health Services Division

Page 1 of 2

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: G. Crippen, RN, MSN, PhDc DATE: 12/09/2013

POSITION #: 030108

I. JOB SUMMARY

Performs routine clerical work. Work involves compiling and tabulating data; checking documents for accuracy; transporting documents; and maintaining files. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Prepares and proofs correspondence, reports, purchase orders, summaries, manuals, vouchers, records, and other related forms; and prepares charts, graphs, and tables.
 - B. Answers inquiries regarding policies and procedures and provides information to the public by mail or phone; and performs back up receptionist duties.
 - C. Posts information to agency records and modifies forms and records; assembles, organizes, and tabulates data; and performs data entry and retrieval.
 - D. Files and maintains supplies, forms, records, and reports; opens and distributes incoming mail and prepares mail-outs; and delivers, picks up, and receives documents, supplies, equipment, and materials.
 - E. Makes arrangements for repairs and services; and assists in conducting physical inventory.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

- A. Education, Experience, and Training
 - 1. Graduation from an accredited senior high school or equivalent, or GED.
 - 2. Clerical, secretarial, administrative support, or technical program support experience preferred.
 - 3. Computer operations experience preferred.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: CLERK II -
Central Administration

SALARY GROUP: A07

DEPARTMENT: Health Services Division

Page 2 of 2

B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of business terminology, spelling, punctuation, grammar, and arithmetic.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill to prepare and maintain accurate records, files, and reports.
8. Skill to type 45 words per minute (with no more than 10 errors) preferred.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment preferred.
10. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, and presentation software preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.